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CONFIDENTIAL

Proposal for the CS Historical Board

1. There is a precis held at Headquarters of each terminated project which contains salient details of its origin, evolution and termination. Such summaries satisfy a multiplicity of inquiries and serve as a solid foundation for new key officers assigned responsibilities related thereto: i.e., Desk Officer, Branch Chief, Section Chief, COS, Chief of Ops or Deputy at a station. They directly reflect shifts and command decisions; they can add notable and worthwhile background and details to studies requested from higher authority.

2. The collection of precis is held in DDP/PG; it is sub-grouped according to staff fields--FI/CI and CA. Each project folder contains the following:

- a. The project outline (copy).
- b. The project approval sheet (copy).
- c. Each amendment to the project (copy).
- d. The project termination sheet (copy).

3. Project precis as now held by DDP/PG are fairly complete back to 1954. However, when large implementing or coverall projects have been activated, subprojects have not always been separately identified or listed in the annual programs submitted. Thus, the DDP/PG records are incomplete in some instances.

4. Prior to 1954 the holdings are sketchy, and before the implementation of the country digraph system, a project cryptonym identification bore no relationship to the country involved. Thus, an individual working on a historical paper of a particular country would not be able to obtain a complete list of those projects which had been carried out in it; he would have to have prior knowledge of the existence of each project and request it by cryptonym.

5. It is recommended that the DDP include the following as part of the record of each terminated project:

- a. An attached sheet listing cryptonyms of agents used.
- b. An attached sheet listing (1) earlier or followup projects having at least part of a project's responsibility, (2) subprojects and/or implementing projects, (3) amounts budgeted and expended annually in the project, and (4) note of unusual actions or adjustments in the project not covered in 2a-d above.

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